

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

<p><b>FUNCTION DESCRIPTION</b></p>	<p><b>TITLE OF POSITION:</b> <u>Teacher Academic (Special Ed)</u> <b>CLASSIFICATION CODE:</b> <u>00835900</u>  <b>SALARY RANGE:</b> <u>001A \$38764-70721</u> <b>REFERENCE POSITION NO:</b> <u>137013400-514</u>  <b>Department or Agency Name:</b> <u>Corrections</u> <b>APPLICATION PERIOD:</b> <u>8/24/09 to 9/4/09 (3 – Day grace – 9/8/09)</u> <b>Division/Section/Unit:</b> <u>Rehabilitative Services/ Education Unit</u>  <b>Assignment(s)/Comments:</b>  <b>Shift and Days:</b> <u>4 Day Work Week, 12:00 pm to 7:00 pm (Days off to be determined)</u> <b>Job Location:</b> <u>Minimum Security</u>  <b>Restrictions/Limitations:</b> <u>None</u>  <b>Position Covered By Collective Bargaining Agreement:</b> <b>YES</b> <u>X</u> <b>NO</b> _____  <b>Name of Bargaining Unit:</b> <u>Howard Union of Teachers</u>  <b>There is</b> _____ <b>is not</b> <u>X</u> <b>a Civil Service List for this position.</b> <u>See A/B or Both for Specific Instructions</u>  <u>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</u></p>
<p><b>TO CANDIDATE GENERAL INFORMATION</b></p>	<p><b>INSTRUCTIONS:</b>  <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.  <b><u>MOST IMPORTANT</u></b> - <i>please include the following information:</i>  <ul style="list-style-type: none"> <li>● The title of the position for which you are applying</li> <li>● Name of department where you are currently employed</li> <li>● Title of your present position and date you entered it</li> <li>● Your business telephone number</li> <li>● Date you entered State service</li> <li>● Present Union Affiliation***</li> </ul> <p>*** in certain agencies, bargaining union applications will receive preferential consideration according to contract.</p> <p><b>B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</b>  If indicated above that <b><u>no civil service list</u></b> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT:</b>  <ul style="list-style-type: none"> <li>● <b>Reasonable Accommodation:</b>  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li>● <b>MEDICAL INFORMATION:</b>  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul> </p> </p>
<p><b>ES STATEMENT</b></p>	<p><b>DUTIES / RESPONSIBILITIES:</b> To administer approved pre/post tests to students. Maintain student records in a timely fashion. To provide special education services to incarcerated students to include recruitment, instruction, assessment, IEP development and participation, and other related duties.</p>
<p><b>CATION &amp; MINIMUM</b></p>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>  (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)  <b>APPLICANT MUST HOLD RHODE ISLAND DEPARTMENT OF EDUCATION SCHOOL CERTIFICATE AS SPECIAL EDUCATOR, MIDDLE/SECONDARY LEVEL.</b></p>
	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i>  <b><u>SEND RESUME OR CS-14 APPLICATION TO:</u></b>    Ann Marie Hamilton  Office of Human Resources  39 Howard Avenue  Cranston, RI 02920    Phone: 401-462-5118  Fax: 401-462-2685  Email: annmarie.hamilton@doc.ri.gov  TTY/TDD #: <u>711</u>  (Telecommunication Device for the Deaf)</p>